



DONA BARDE, RMT

CERTIFIED MEDICAL VIRTUAL ASSISTANT

ABOUT ME

I have a great passion for working as a virtual assistant. I work hard to enhance my skills and deliver the highest quality services possible.

TOOLS

- EMR/EHR (Practice Fusion, HealthtrackRX, Bizbox, Medinformatix)
- Canva
- Outlook
- Calendly
- Google Suite
- Microsoft Offices

SKILLS

- EHR/EMR systems
- Soap notes
- Prior Authorization
- Insurance Verification
- Appointment Scheduling
- Data Entry

CERTIFICATIONS

- HIPAA Certified
- Registered Medical Technologist
- Drug Analyst
- Blood bank Analyst

EDUCATION

Cavite State University- 2017
Bachelor in Medical Laboratory
Science

WORK EXPERIENCE

Medical Virtual Assistant Summer Creek Animal Clinic June 2023- June 2024

Navigating EMR system (EzyVet) for all administrative task that needs to be accomplished for the following;

- Managing Inbound and Outbound Calls, from new and existing clients, Doctors, Other facilities to answer questions, book appointments, confirm appointments, cancel appointments, reschedule appointments.
- Forward Booking list and Reactivation Calls
- Email management, keeping all request, concern, records need to attach to patient's charts.
- Text management using weave application (ensure all texts receive a response and need be addressed to specific team member.
- Obtaining medical records from previous facility
- Using PayJunction for client's payment details.

Medical Virtual Assistant Prohealth Scan- CA November 2022-March 2023

- Data entry
- Organizing patient's correct information using EHR
- Comparing the system's radiological report to the doctor's prescription to ensure accuracy
- Checking up on patient's insurance data
- Checking patient's insurance data, pending and approved status

Medical Virtual Assistant Onpoint Testing- CA May 2022-September 2022

- Telehealth appointment antigen testing thru zoom meeting and release reliable and accurate results.
- Assist in appointment booking, cancellation, and payments.
- Email management
- Call patients to remind them with their appointments and missed appointments

**Molecular Laboratory Analyst
Philippine Redcross
August 2020 – February 2022**

- Data analysis, performing swab and saliva collection, receiving samples, testing RT-PCR for Covid-19, and validating accurate results.
- Collecting swab and saliva samples at different BOQ accredited hotels, NAIA terminals for NON-OFW and OFWs, and Philippine Redcross saliva drive-thru.

**Medical Technologist
Tagaytay Medical Center
September 2017– October 2020**

- Generalist, performs different laboratory procedures in Blood bank, Hematology, Clinical Microscopy, Bacteriology, Histopathology, Immuno-Sero, and Clinical Chemistry
- OPD/INPATIENT/ICU/NICU/ ER blood extraction
- Drug Analyst